

**CALENDAR GUIDELINES FOR CIVIL AND CRIMINAL PRACTICE BEFORE  
HON. HUGH B. SCOTT, UNITED STATES MAGISTRATE JUDGE**  
Effective May 16, 2005

The following guidelines shall be in place.

**COMMUNICATIONS WITH CHAMBERS**

- ▶ Correspondence to Chambers in writing only (preferably by e-mail).
- ▶ Telephone calls to Chambers **ONLY IN EMERGENCY SITUATIONS** requiring immediate attention by the Court.
- ▶ Faxes to Chambers **ONLY** at request of Chambers.
- ▶ Requests to adjourn a proceeding generally **shall not be granted**. Requests for extensions of time or to adjourn a proceeding, however, shall be **BY MOTION ONLY**, indicating within the motion papers that all parties were consulted prior to requesting an adjournment or extension of time and with the motion filed and served pursuant to the terms of W.D.N.Y. Local Civil Rule 7.1 and Local Criminal Rule 49.1.
- ▶ For counsel not registered for CM/ECF, Chambers will send out only one set of orders filed on CM/ECF to a firm per party.
- ▶ **The Court will not arrange for coverage of attorney appearances.**

**MOTIONS**

- ▶ **COURTESY COPIES OF ALL MOTION PAPERS MUST BE PROVIDED TO CHAMBERS.**
- ▶ Parties are responsible for filing documents with the Court Clerk.

**SETTLEMENT CONFERENCES**

- ▶ Settlement statements/briefs are **NOT** to be filed with the Court Clerk or filed by CM/ECF, but are to be sent to Chambers (as directed by the Court's order scheduling the conference).
- ▶ Magistrate Judge Scott generally will not conduct settlement discussions in cases that the parties consent to have him try, and such settlement conferences will be referred to another Magistrate Judge to conduct.